

Town of Huntington Selectboard Strategic Planning Session

Saturday, April 9, 2016
8:30 am – 1560 East Street, Huntington

APPROVED MINUTES



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UPDATE

Mary Z. 2016

<p>Agenda</p>	<ul style="list-style-type: none"> • Planning Session Introduction / Overview • Framework for Project Planning • Identify & Prioritize the Annual Work Plan • Wrap-up & Reflection
<p>SB Members present:</p> <p>Staff / Officials Present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard (Vice-Chair) <i>Note: there is currently one vacancy on the board.</i></p> <p>Barbara Elliott (Town Administrator)</p>
<p>Welcome/Intro/Overview</p>	<p>Purpose: To become aligned around the most important work that the Selectboard can accomplish over the next year. The Selectboard will shift their planned work as needed. Staff Work Plans will be developed to align with and support the priorities as established by the Selectboard's work priorities.</p>
<p>Framework for Project Planning</p>	<ol style="list-style-type: none"> 1. Selectboard sets priorities for 'special projects' <ol style="list-style-type: none"> a. Identify 'core work' versus 'special projects' at Selectboard meetings b. Determine frequency for providing updates at Selectboard meetings c. Determine the Selectboard approval checkpoints 2. Selectboard members act as 'Sponsors' by participating in project kick-off meetings <ol style="list-style-type: none"> a. Help define scope, purpose, needed resources, clear expectations, milestones (budget, description, liability (risks), roles) b. Provide upfront list of concerns/considerations/constraints c. Determine who does the project plan d. Are available for assistance upon staff request throughout the project 3. Staff execute projects & provide regular updates at Selectboard meetings <ol style="list-style-type: none"> a. Project plan updates & review will be presented at SB meetings (frequency to be determined on a project by project basis), addressing: <ol style="list-style-type: none"> i. Are we on schedule? ii. Are we on budget? iii. What foreseeable issues do we see? b. Staff may request additional assistance from SB members
<p>Identify & Prioritize the Annual Work Plan</p>	<p>Selectboard reviewed the draft work plan items and categorized them into 'core work' and 'special projects'. A separate tracking spreadsheet will be maintained and reviewed periodically at Selectboard meetings.</p>
	<p>04/09/16 – Meeting date 04/12/16 – Draft/unapproved minutes distributed and posted on website. 04/25/16 – Final/approved minutes approved 04/29/16 – Approved minutes sent to Town Clerk for recording & website posting</p>